

**ARIZONA DEPARTMENT OF EDUCATION**

**Lisa Graham Keegan**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

**SCHOOL FINANCE MEMORANDUM 00-030**

**TO:** Charter School Administrator, Directors, & Principals

**FROM:** Kristen Jordison

**DATE:** January 12, 2000

**SUBJECT:** JANUARY 18, 2000 Basic Calculations for Equalization Assistance Report (Char 55) and Equalization Assistance Detail Report (Char 64)

The January 18, 2000 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). Hard copies of these reports will not be mailed. If you need help finding these reports please call me at (602) 542-8249 or Maggie Singler at (602) 542-8244 and we would be happy to assist you.

The January reports are based on the 40<sup>th</sup> day Average Daily Membership (ADM) reports submitted to the Department of Education by your charter school. The data collection staff have processed the 40<sup>th</sup> day ADM data that has been received and transaction reports (i.e., ADMS 05-1 reports) are now available on the web site. The 40<sup>th</sup> day ADM summary counts that are used in the calculation of equalization (ADMS 46-1 reports) will soon be available on the same web site.

The February 15, 2000 payment will be based on the your 100<sup>th</sup> day Average Daily Membership (ADM), if applicable. **Remember your 100<sup>th</sup> day ADM reports must be received by School Finance no later than 12 days after your 100<sup>th</sup> day in session in order to be eligible for payment.** Any counts received after this deadline will result in a zero payment. To verify receipt of your ADM reports please refer to the Submitted Files Status report on your charter school's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). Also, please verify the accuracy of your submission by reviewing the ADMS 05 Edit/Update reports posted on the same page. If you have any questions regarding these ADM reports please contact Rose Whelihan at (602) 542-8240 or e-mail her at [rwhelih@mail1.ade.state.az.us](mailto:rwhelih@mail1.ade.state.az.us).

If you have any concerns regarding your equalization calculations or payments please do not hesitate to call me at (602) 542-8249 or e-mail me at [kjordis@mail1.ade.state.az.us](mailto:kjordis@mail1.ade.state.az.us).

January 12, 2000

**SUBJECT:** JANUARY 18, 2000 Basic Calculations for Equalization Assistance Report (Char 55) and  
Equalization Assistance Detail Report (Char 64)

---